

DD/S 67-2578

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FILE *Training*

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology

SUBJECT : Requests for Training Films

1. A review has recently been made of the Office of Training's Film Production Unit which has the primary mission of producing films for OTR training programs and also assists from time to time with the production of films for other Agency purposes. Concentrating on current activities and capabilities of the Unit, the review exposed the need for a better defined system of approvals and budgeting arrangements in connection with proposals for new films. As a result, certain procedures have been developed which we are asking be observed when requests for the production of new films are made.

2. Requests for films originating outside the Office of Training require the approval of the Deputy Director concerned and should be submitted, through the Director of Training for staffing, to the Deputy Director for Support. Each request should contain: (1) a brief description of the proposed film--its general theme, objective, and intended use; (2) an indication of the film's expected frequency of showing and probable life; (3) an estimate of the cost of production; and (4) a statement of agreement to pay all production costs in excess of the regular staff salaries and operating expenses of the Film Production Unit.

3. The Office of Training will assist requesting Offices in developing their proposals, conduct preliminary negotiations in the event of production conflicts, and make appropriate recommendations concerning various aspects of the film's production.

R. L. Bannerman  
Deputy Director  
for Support

cc: Director of Training

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